

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

DHL Customer Service

[Address of DHL Office]
[City, State, ZIP Code]

Subject: Request for DHL Delivery Service

Dear DHL Customer Service,

I hope this message finds you well. I am writing to request delivery services for a package that I need to send. The details of the shipment are as follows:

- **Sender Name:** [Your Name]
- **Sender Address:** [Your Address]
- **Recipient Name:** [Recipient's Name]
- **Recipient Address:** [Recipient's Address]
- **Package Weight:** [Weight]
- **Package Dimensions:** [Dimensions]
- **Delivery Service Type:** [Express/Standard]
- **Pickup Date:** [Preferred Pickup Date]

Please let me know the next steps to facilitate this delivery, including any required documentation or pickup arrangements.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]